DMIE Procedure
Closed Loop Alert System

1. Title

Closed Loop Alert System

2. Process

Closed Loop Alert System

3.   Steps

Actor	Step	Action
Alert Coordinator	1	Receives and performs preliminary evaluation of problems reports. Problems are processed into the Closed Loop Alert System (CLAS) that either: a) Affect JPL organizations not on original distribution, or b) Affect other Government Industry Data Exchange Program (GIDEP) participants.
Alert Coordinator	2	Distributes reports for closure depending on the topic: a) Flight Projects in design and fabrication phases for flight materials and hardware. b) Institutional organizations for facility equipment. c) Safety Office for safety issues. (Distributes for information to projects in other phases and to others upon request.)
Flight Projects, Institutional Organizations, or Safety Office	3	Determine impact, corrective action and report information to Alert Coordinator.

Alert Coordinator	4	Send problem report regarding flight hardware to appropriate JPL specialist for the specific topic.
JPL Specialist	5	Evaluate problem report and provide comments and recommendations to Alert Coordinator.
Alert Coordinator	6	Distribute JPL Specialist recommendations to Flight Projects for information.
Alert Coordinator	7	Log responses and make available to JPL community (Reference EPINS database and Parts Website at *http://parts.jpl.nasa.gov/srcha.htm*).
Alert Coordinator	8	Submit in appropriate format to GIDEP those JPL problem reports that meet the GIDEP criteria. (Reference GIDEP Operations Manual, S0300-BT-PRO-010, at *http://parts.jpl.nasa.gov/507/clas/gom.pdf*).

4.   Applicability

This Procedure applies to:

- All JPL managed Flight Project hardware in design and fabrication phases.
- All safety issues, except nuclear reactor problems not pertinent to JPL.
- Problems involving facility and equipment used by JPL.

5. Tips (optional)

Sources of additional information on problem reports, including technical recommendations, are available from:

- Parts Website at *http://parts.jpl.nasa.gov*
- GIDEP Website (via the JPL Alert Coordinator or GIDEP Representative) at *http://www.gidep.corona.navy.mil/*
- GSFC EEE Parts Information Management System (EPIMS) at *http://epims.gsfc.nasa.gov/*

6. Source

"Parts Engineering Services" policy draft (former SPI 4-11-6, "Selection of Electronic Parts")

7. Rationale

To provide a systematic way to assure that problems experienced by others are evaluated whether they might impact their area of responsibility, such as, flight hardware, facilities or safety. It also provides a means to record corrective actions taken, when appropriate, so those actions can be shared with others.

Additionally, this procedure helps JPL meet the requirement stated NASA JSC correspondence OE-98-004, Subject: "ISS Certification of Flight Readiness (CoFR) and Launch Activity Support" dated Jan 23, 1998, for the International Space Station (ISS) in support of launch readiness.

8. Consequences

Natural consequences:

- Without access to the information provided in the Alert, JPL personnel may experience the same problems described in the Alert.

- Failure to close out on Alert reports may delay formal Reviews.

- Failure to provide information could result in JPL not being allowed to participate in GIDEP and terminate our access to the technical data residing there.

9. Trigger/Result (optional)

Trigger: Receipt of one of the following documents by the JPL Alert Coordinator:
        GIDEP Alerts
        GIDEP Safe-Alerts
        GIDEP Problem Advisories
        GIDEP Agency Action Notices
        JPL Parts Information Program (PIPs)
        JPL Electronic Parts Bulletins (EPBs)
        JPL Quality Alerts
        JPL Problem/Failure Reports (P/FRs)
        JPL Parts Failure Analysis Reports
        JPL Destructive Physical Analysis Reports
        JPL Parts Construction Analysis Reports

NASA Parts Advisories
NASA Center Pre-Alerts
Result: Evaluation by the Alert Coordinator for distribution and closure.

10. Related Procedures (optional)

NASA Lessons Learned
Problem Failure Reporting System

11. Frequently Asked Questions (optional)

Question: What is Closure?
Answer: The review of an Alert/Concern by a project or task organization to determine applicability to their activities (design, procurement, build, test, operations, etc.), establish an action plan when the Alert/Concern is applicable and notifying the Alert/Concern System when the issue is resolved.

Question: How can I search Alerts?
Answer: First try the website (*http://parts/507/clas/cla-syst.htm*). If unsuccessful, contact the JPL Alert Coordinator for access to GIDEP or GSFC EPIMS.

Question: How can I get on distribution for Alerts?
Answer: Contact the JPL Alert Coordinator.

Question: What are other problem reporting systems I should consider using? Two the other problem reporting systems use at JPL are the Problem/Failure Reporting (P/FR) System (*http://eis.jpl.nasa.gov/oema/Internal/518/pfoc.htm*) and NASA Lessons Learned (*http://eis/oema/Internal/llf.html*). The P/FR System captures and tracks closure of anomalies within a specific project, whereas the Closed Loop Alert System infuses problem reports experienced by other programs into the JPL projects. Lessons Learned is a higher level overview of problems experienced by NASA and its contractors.

12. Change Description

This procedure supercedes SPI 7-01-14, "NASA ALERT SYSTEM", effective April 1984. The meaning is unchanged.

13. Notification (optional)

[**X**]   **Visible Draft or**

[   ] Invisible Draft

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